

LIBRARY PAGE

(Part-Time/Open/Continuous)

January 22, 2007

SALARY:	\$7.50 per hour
FINAL FILING DATE:	Applications and Supplemental Questionnaires will be accepted on a continuous basis. Applicants are encouraged to apply early for immediate consideration. This announcement may close without advance notice. Applications received without the supplemental questionnaire will be rejected.
HOURS OF WORK:	Working hours may vary depending on assignment and will include weekends.
THE POSITION:	Performs a variety of support duties related to the library unit to assist staff in various office and public activities, shelves library materials, and performs other related duties as required.
MINIMUM QUALIFICATIONS:	Must be at least 16 years of age, no experience is required.
ABILITY TO:	Communicate effectively with the public; understand and carry out oral and written instructions; learn specialized processing, procedures and library support tasks related to the unit assigned; and establish and maintain cooperative and effective relationships with those contacted during the course of work.
SELECTION PROCESS:	Applications will be retained for a period up to six (6) months from the date of their submission. Participation in a written examination and/or an oral interview will be required. The selection process is subject to change.
APPLY AT:	Human Resources Department, City Hall, Second Floor, 221 West Pine Street, Lodi, CA. Telephone: 209/333-6704 or TDD: 209/333-6853.